# JWA Workday Training

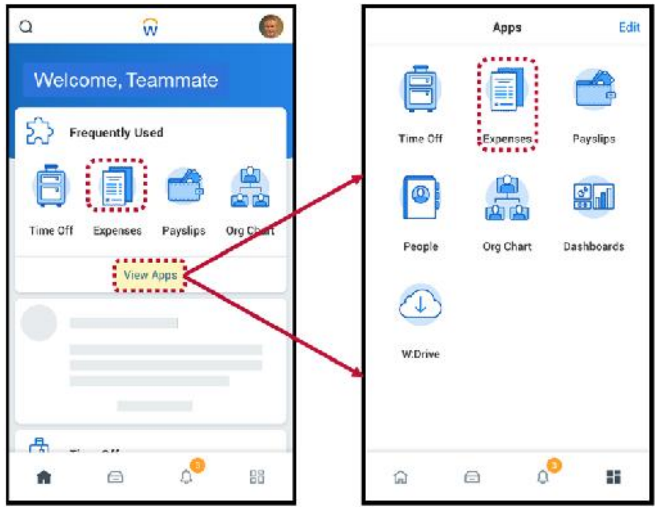
Submitting Expense Reports - Mobile

Submitting Expense Report via Mobile

This module covers:

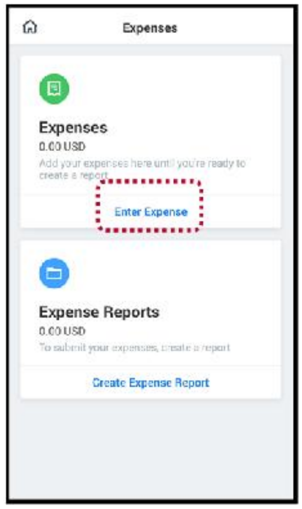
- Creating Expense Line Items
- Attaching supporting Receipts
- Creating Expense Report
- Submitting Report
- Mileage Reimbursement

Expense Worklet on Home Page

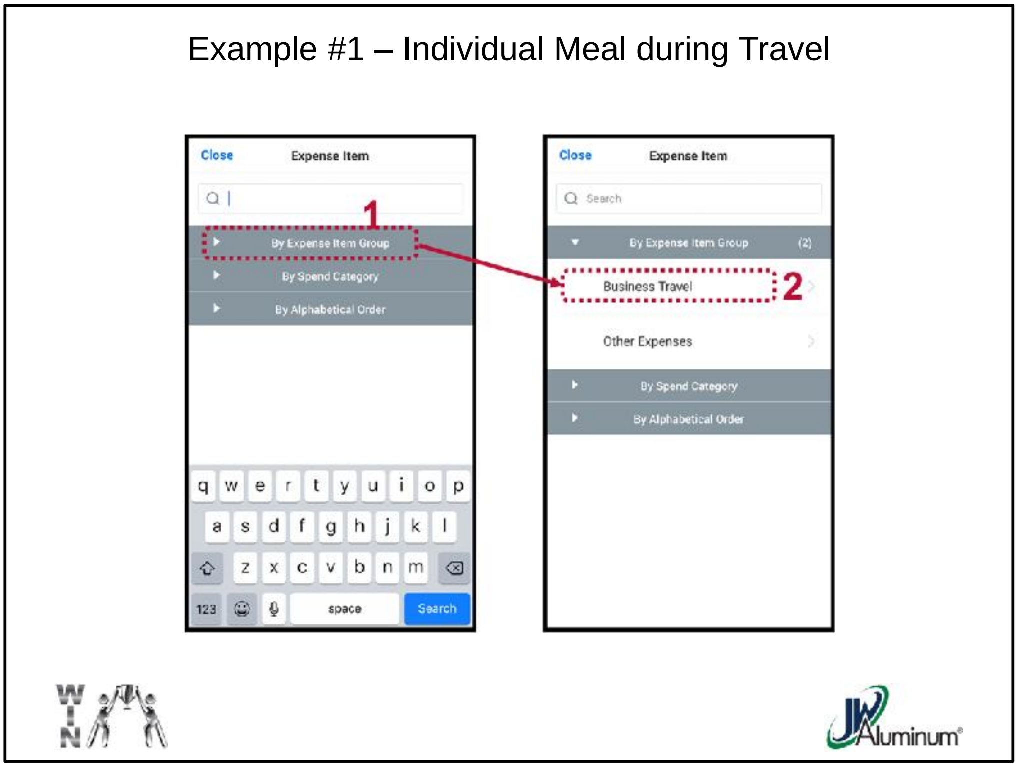



After Logging In, on the Home Page, select “**Expenses**.” If you do not see “**Expenses**” on your “**Frequently Used**” screen, click on “**View Apps**” to expand the Home Screen to all available Worklets.

## Expense – Main Screen




On the "**Expenses**" Screen, press "**Enter Expenses**.*"* *<u>Note, you will do this function for each expense item.</u>*

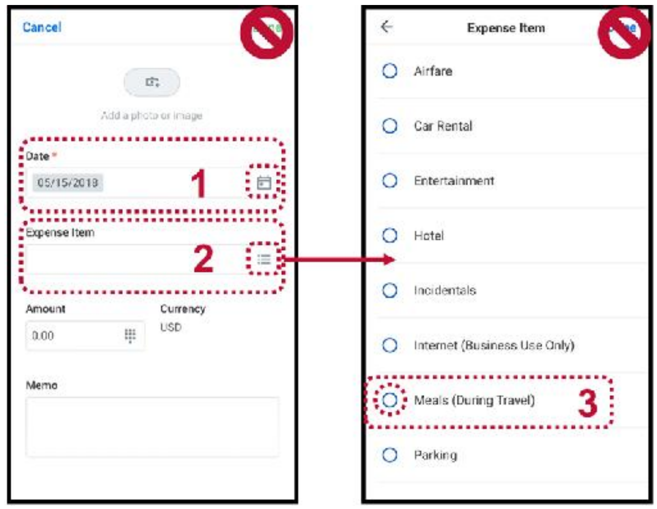



At the “**Expense Item**” screen:

1. Select “**By Expense from Group**” (Recommended).

2. When the “**By Expense from Group**” menu expands select “**Business Travel**.”

Example #1 - Completing Required Information




For the line item:

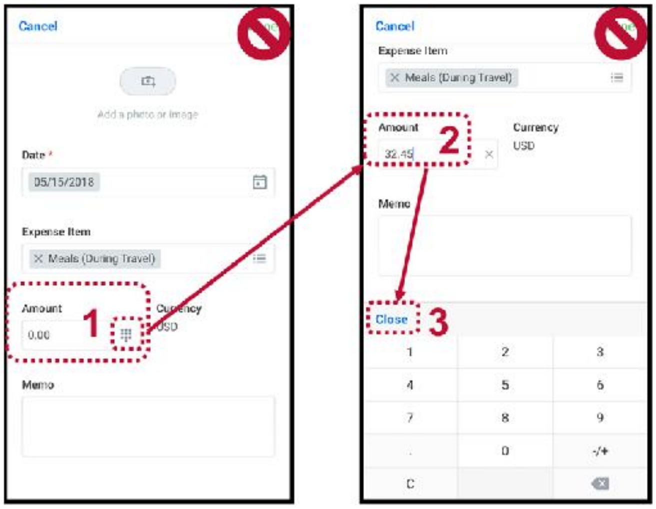
1. Select the “**Date**” the expense occurred.

2. In the “**Expense Item**” section, click on the **Dropdown** menu.

3. **Scroll** to the applicable item and click the **Circle** to populate.

*Note, **Do Not** Press “Done” for iPhones or “√” for Android on either screen.*

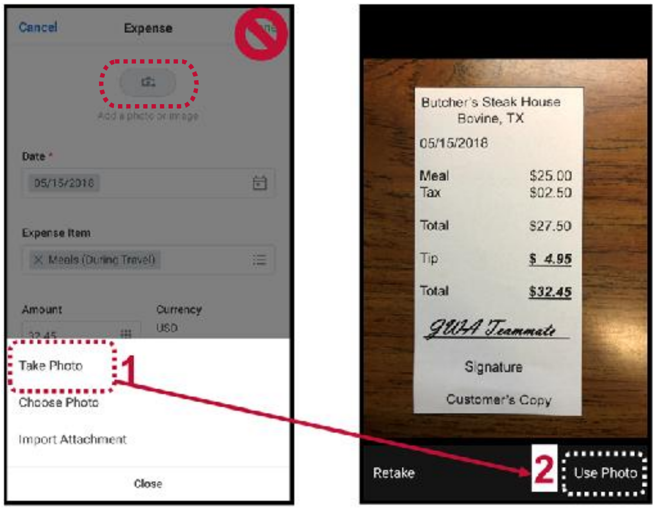
## Example #1 - Completing Required Information




Enter the “**Amount**” of the Expense by:

1. Clicking on the **Keyboard Icon** in the “**Amount**” section of the screen.
2. **Enter** the total amount from the receipt.
3. Click “**Close**.” Do Not Click “**Done**” for the iPhone or the “√” for the Android.

## Example #1 - Completing Required Information

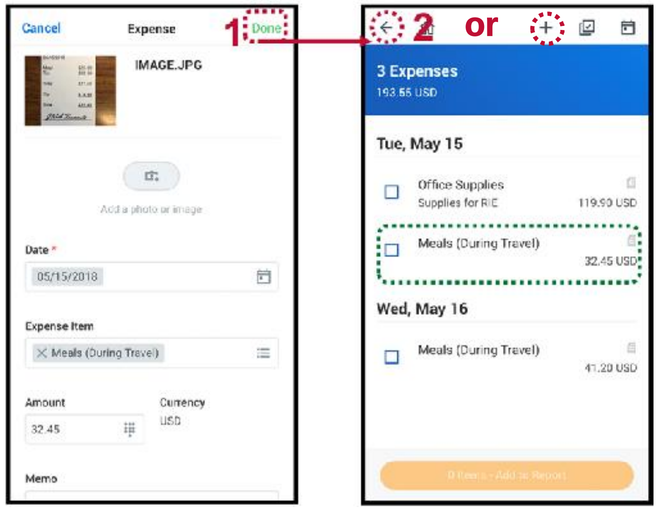



Click the **Camera** Button at the top of the screen.

When the **Photo options** appear select the option of choice. For these examples, "**Take Photo**" is selected.

After photographing the receipt, select "**Use Photo**" if satisfied, <u>or</u> "**Retake**" if otherwise.

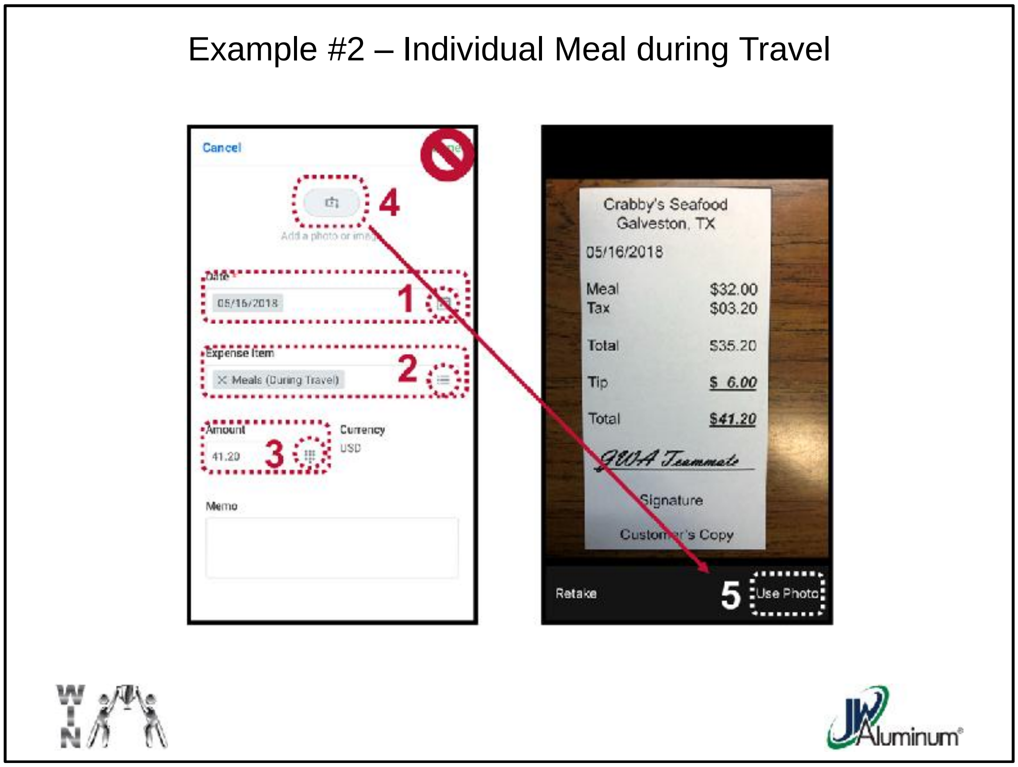
## Example #1 - Reviewing & Completing Required Information




After Photo uploads review the screen for accuracy. If satisfied:

1. Press “**Done**” at the top of the iPhone screen or “**√**” for Android.

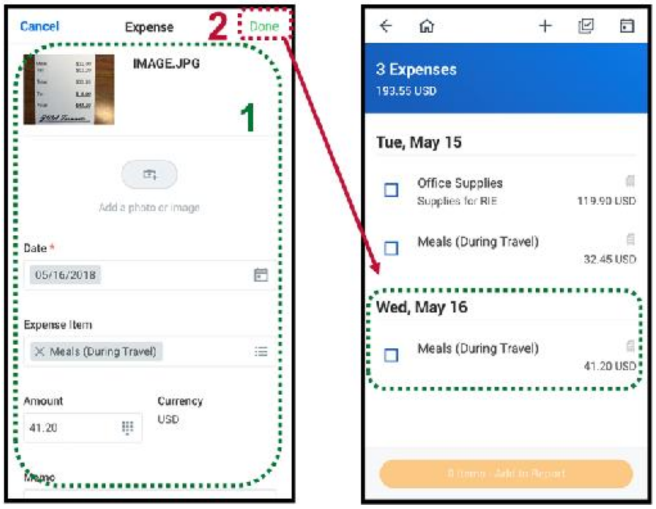
2. An pending expenses summary will appear. Confirm the item is present and accurate. Unless the item you entered is the only one you will submit, **Do Not** press the **“# Items – Add to Report**” at this time. That will be covered later. Press the “**←**” button to return to the “**Expense**” main screen or the “**+**” sign at the top of the screen to add another expense.




Using the same path as previous slides, this is another example of a meal during travel. On the line-item screen:

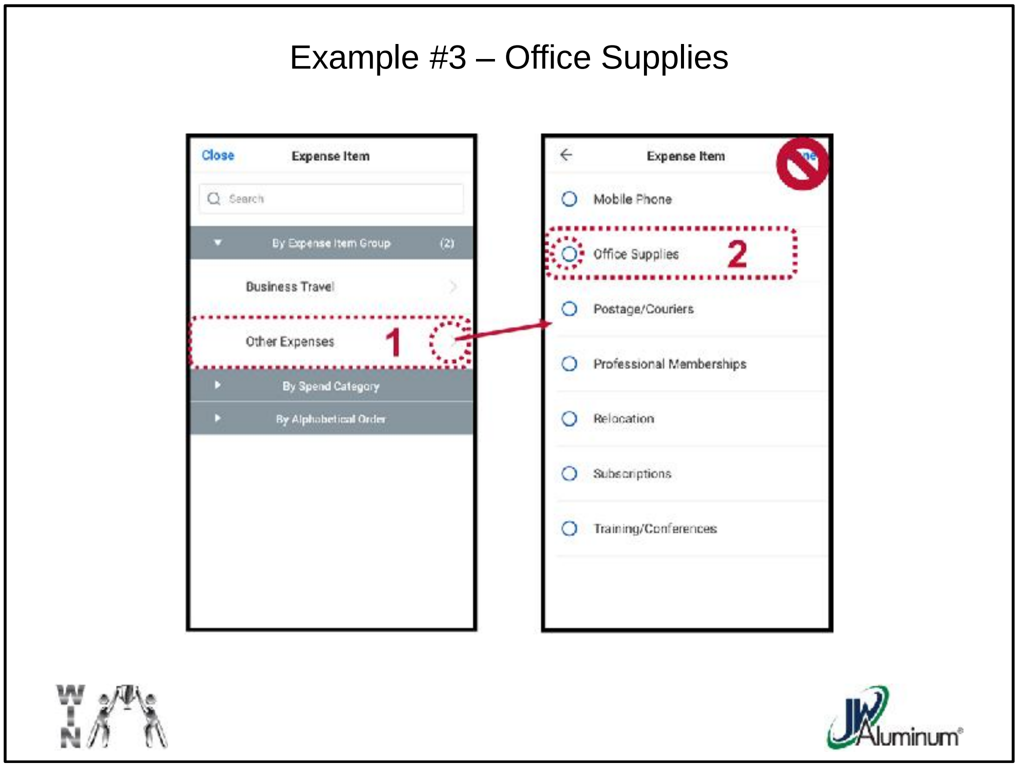
1. Enter the "**Date**" of the expense.
2. Using the **Dropdown** Menu, select the type of "**Expense Item**."
3. Using the **Keyboard** Icon enter the total "**Amount**" of the expense.
4. Click the **Camera** Icon.
5. Take a snapshot of the photo and select "**Use Photo**" to upload.

## Example #2 - Completing Required Information




1. Review the line-item summary screen.

2. Press “**Done**” when satisfied. The line-item will be reflected on the pending expenses summary screen. Press the “**<-**” button to continue adding more items.



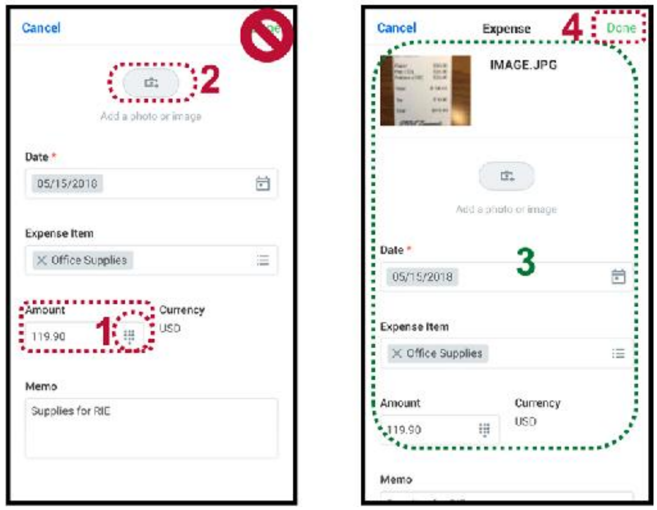

This is an example of an "**Other Expense**." In this example, "**Office Supplies**." After selecting "**By Expense from Group**:"

1. Select "**Other Expenses**."

2. **Select** the applicable item by clicking the **Circle** beside the item.

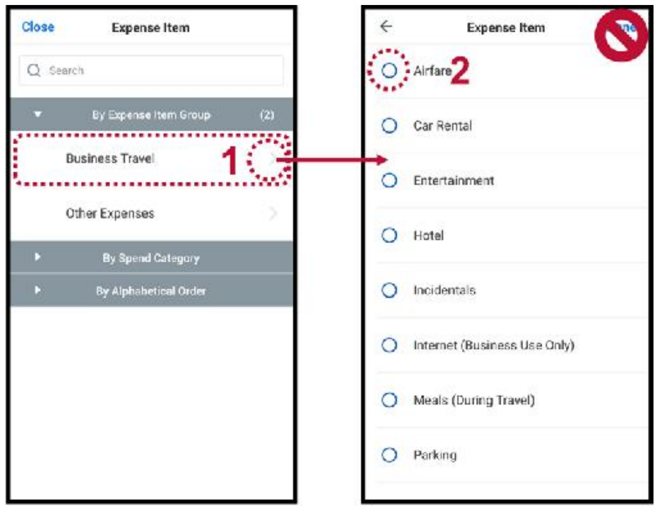
<u>DO Not click the "**Done**" or "**√**" yet.</u>

## Example #3 - Completing Required Information




1. Enter the “**Amount**” of the expense.
2. Click the **Camera** Icon, take photo, and select “**Use Photo**.”
3. Review the summary of the line-item. If satisfied, select “**Done**” or “**√**.”

Example #4 - Airfare

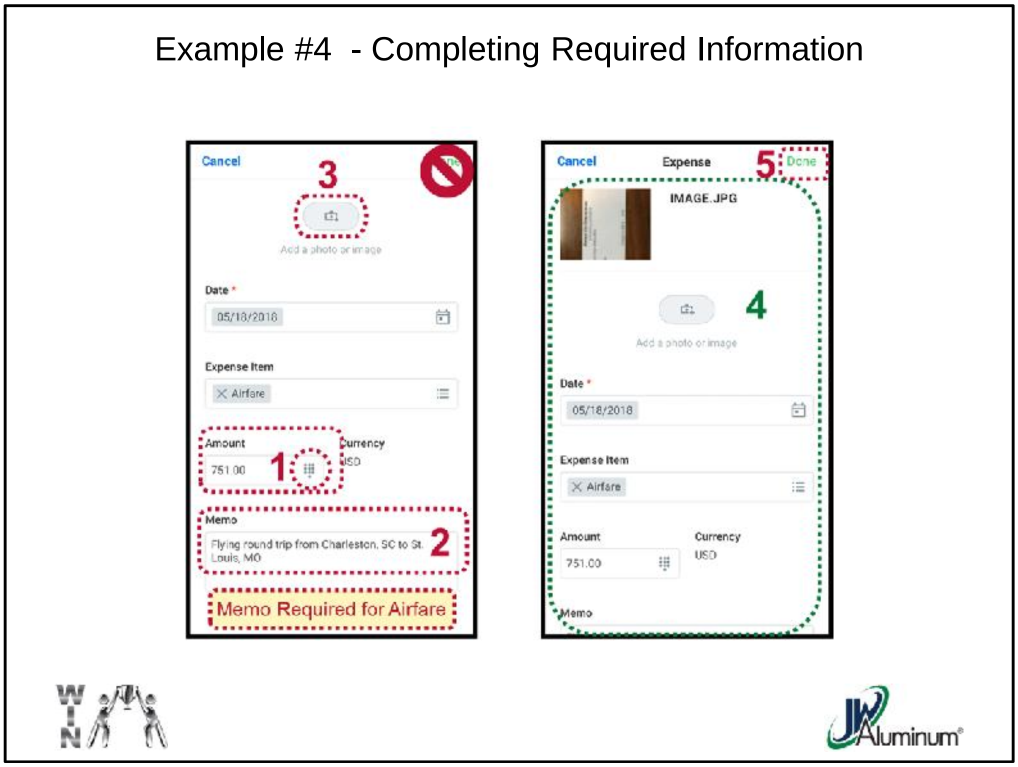



This is an example of an "**Air Travel**" expense. After selecting "**By Expense from Group**":

Select "**Business Travel**."

When the Business Travel menu expands, click the **Circle** beside "**Airfare**."

*<u>Do Not click "**Done**" or "**√**" at this time</u>*.




Enter the total “Amount” from the receipt.

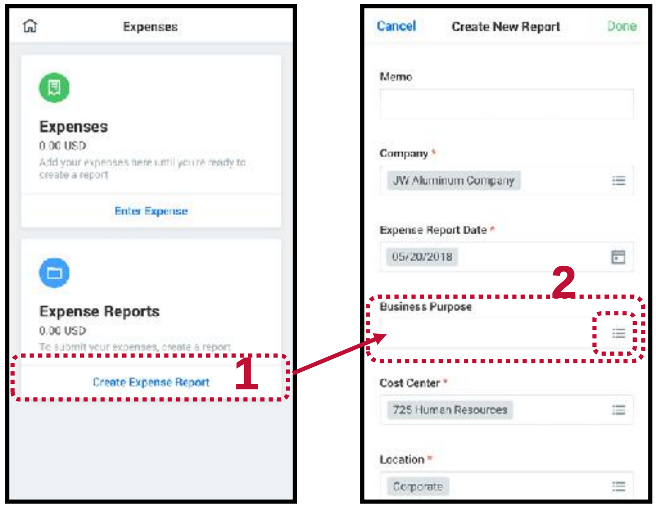
1. Enter the trip details (To and From) in the “**Memo**” section. ***<u>This is mandatory for airfare reimbursement.</u>***

2. Click the **Camera** Icon, take photo, and “**Use Photo**” to capture the receipt.

3. When the line-item summary screen reappears, review for accuracy.

4. If satisfied, press “**Done**” or “**√**.”

## Submitting Expense Report

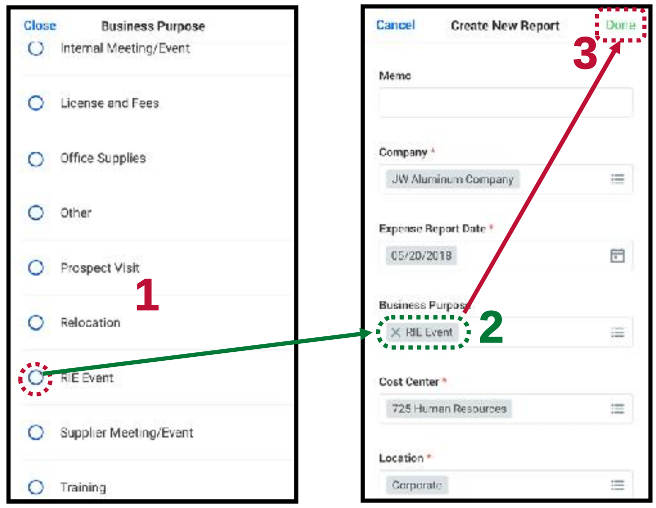



After Clicking on the “**Expenses**” Worklet on the **Home Screen**:

1. On the “**Expenses**” screen Click “**Create Expense Report**.”

2. On the “**Create New Report**” screen, in the “**Business Purpose**” section, click on the **Dropdown** Menu Box.

## Creating Report – Business Purpose



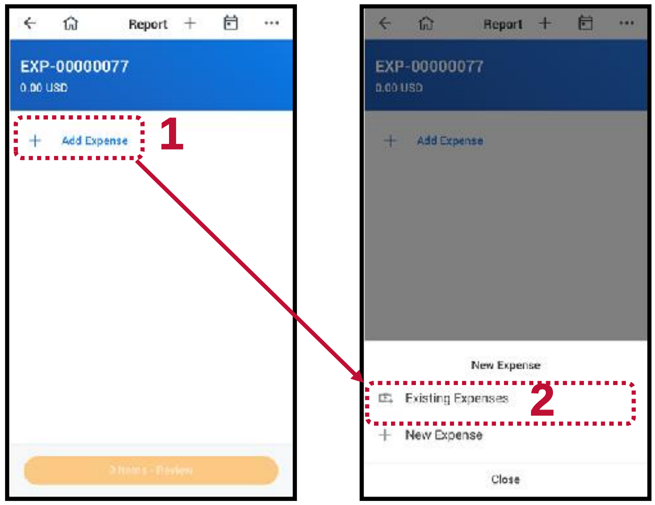

When the “**Business Purpose**” menu appears:

1. Select the applicable purpose by clicking the **Circle** beside the purpose.

2. Confirm the desired selection populates in the “**Business Purpose**” section of the “**Create New Report**” Screen.

3. When satisfied, click “**Done**.”

## Creating Report – Adding Expenses

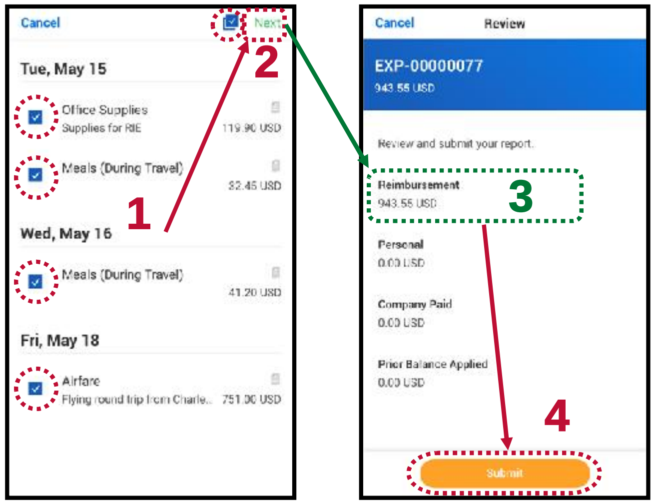



When the “**Report**” screen appears:

1. Click on “**+ Add Expenses**.”

2. Under “**New Expense**” Click “**Existing Expenses**.”

## Creating Report – Submitting Expenses



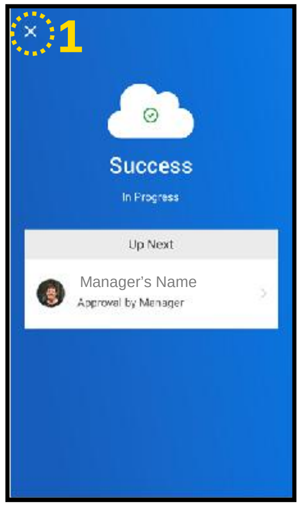

1. On the summary sheet listing all pending expenses, click the box to add a **Check Mark** beside each applicable expense, or the **Check Mark Box** located to "**Next**" to select all expenses.

2. Click "**Next**" at the top of the screen.

3. Confirm "**Reimbursement**" amount.

4. When satisfied, click "**Submit**" at the bottom of the screen.

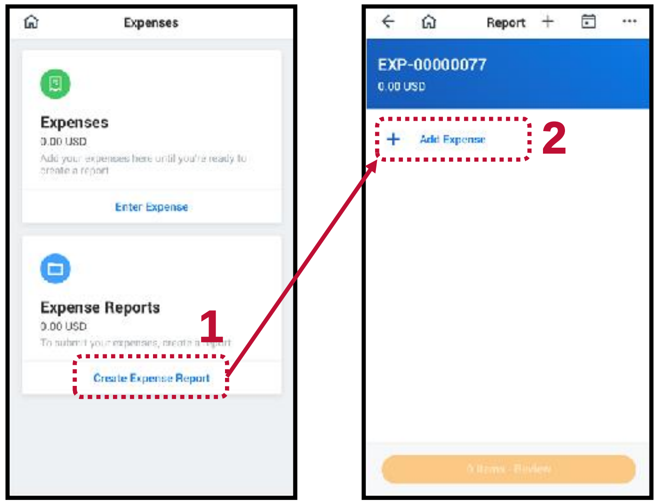
## Submission Confirmation




Upon Successful Submission a Confirmation Screen appears.

1. Click the “**X**” at the top of the screen to close the screen.

## Submitting Mileage Reimbursement
## No Car Allowance



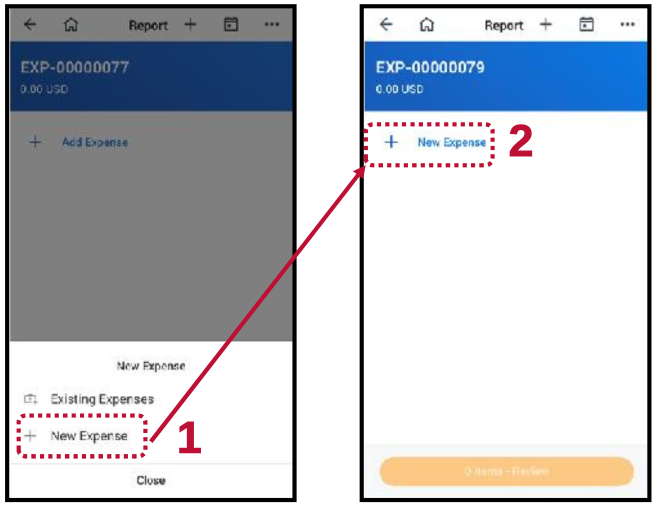

There are two options for mileage allowance, one for teammates without a car allowance and one with. The difference in the reimbursement rate based on the U.S. Tax Code. The first example is without a car allowance.

Click the “**Expenses**” Worklet on the **Home Screen**, then:

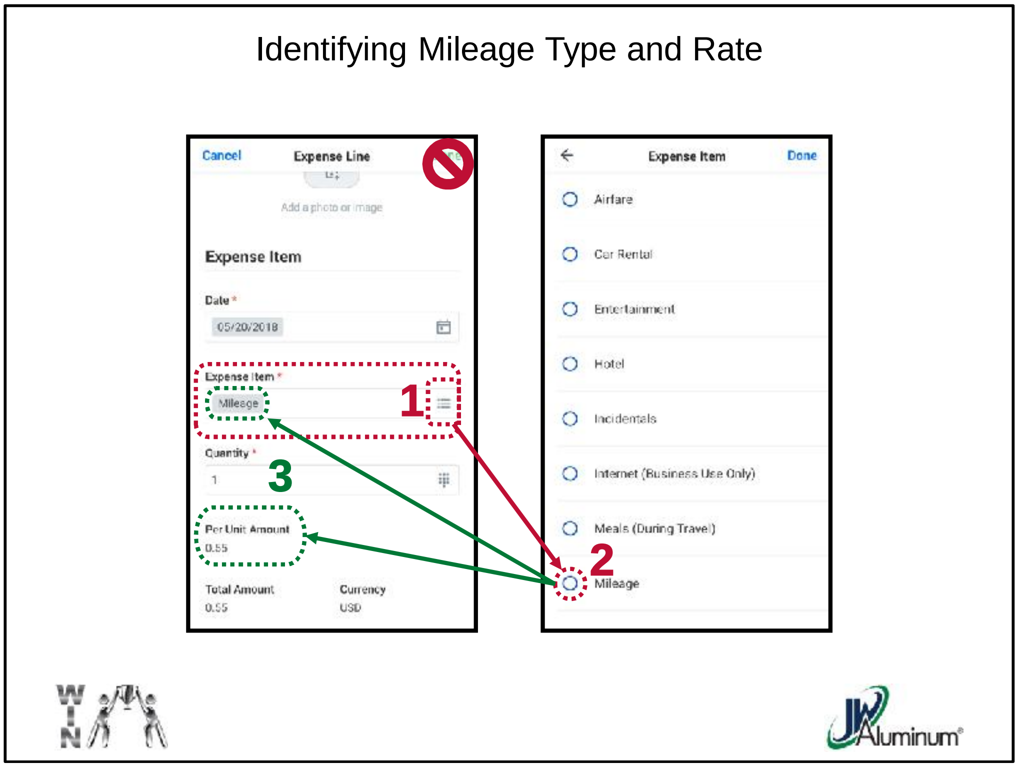
1. On the “**Expenses**” screen click “**Create Expense Report**.”

2. On the “**Report**” screen click “**+ Add Expense**.”

## Expense Report – Adding New Mileage




1. In the “**New Expense**” dialog box, click “**+ New Expense**.”
2. On the “**Report**” screen, click “**+ New Expense**” again.




When the "**Expense Line**" screen appears:

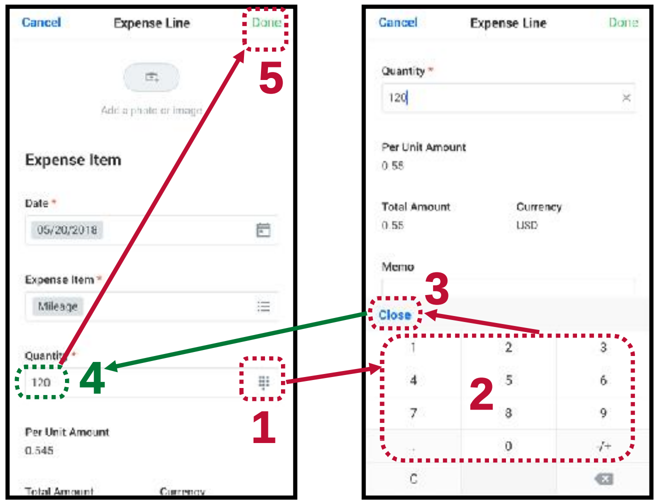
1. In the "**Expense Item**" section, click on the **Dropdown** menu icon.

2. When the "**Expense Item**" menu appears click on the **Circle** beside "**Mileage**."

3. When the "**Expense Line**" screen reappears confirm the correct "**Expense Item**" and the "**Per Unit Amount**." For reimbursement without a car allowance the rate is **$0.55**.

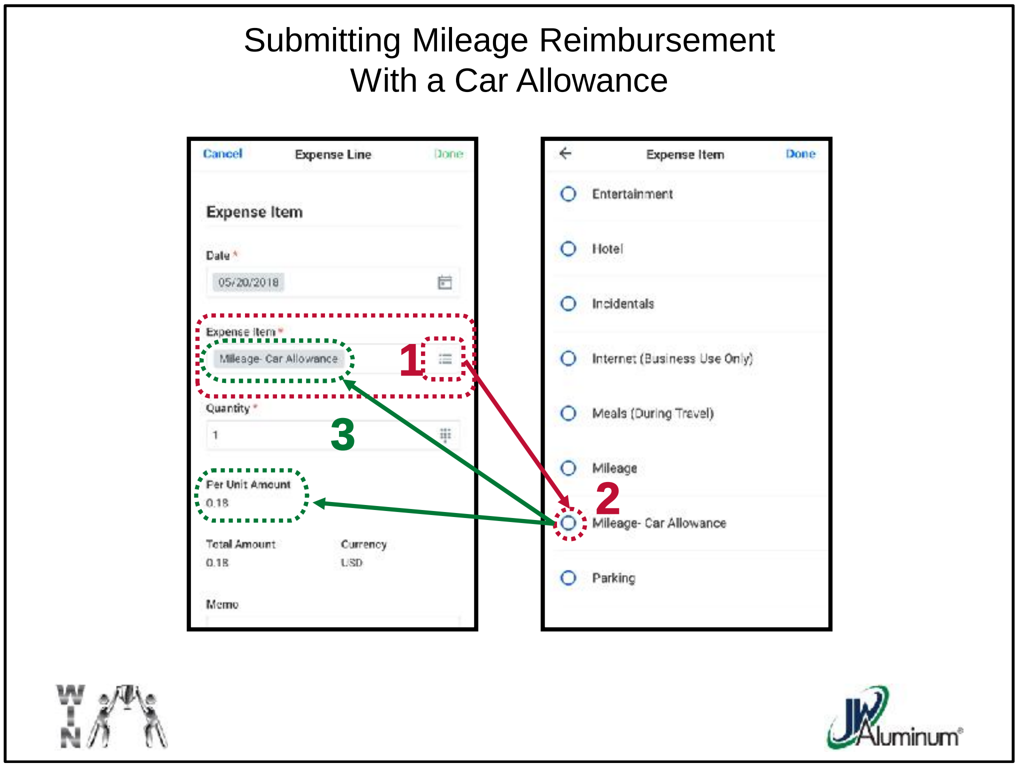
***Note – Do Not Click "Done" at this time.***

Adding Mileage Quantity




Add the “**Quantity**” of miles by:

1. Clicking on the **Keyboard** Icon in the “**Quantity**” section.
2. When the keyboard appears enter the number of miles.
3. Click “**Close**.” *Do Not click “**Done**” at this time.*
4. Confirm the “**Quantity**” credited the correct miles.
5. Click “**Done**” to Submit.




This is the process for submitting for reimbursement for the teammates who have a car allowance.

When the "**Expense Line**" screen appears:

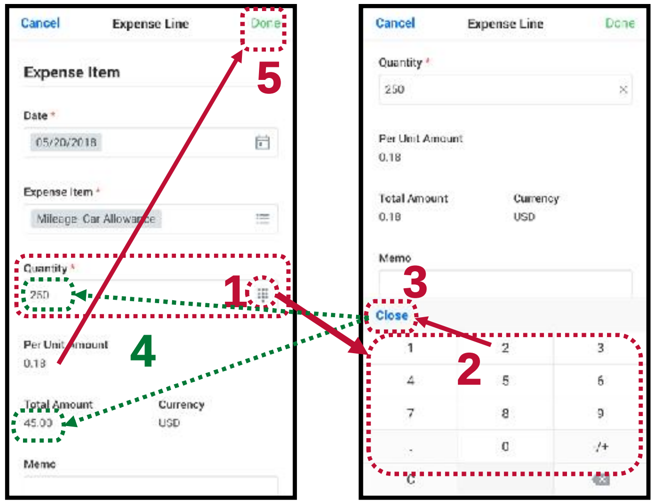
1. In the "**Expense Item**" section, click on the **Dropdown** menu icon.

2. When the "**Expense Item**" menu appears click on the **Circle** beside "**Mileage – Car Allowance**."

3. When the "**Expense Line**" screen reappears confirm the correct "**Expense Item**" and the "**Per Unit Amount**." For reimbursement with a car allowance the rate is **$0.18**.

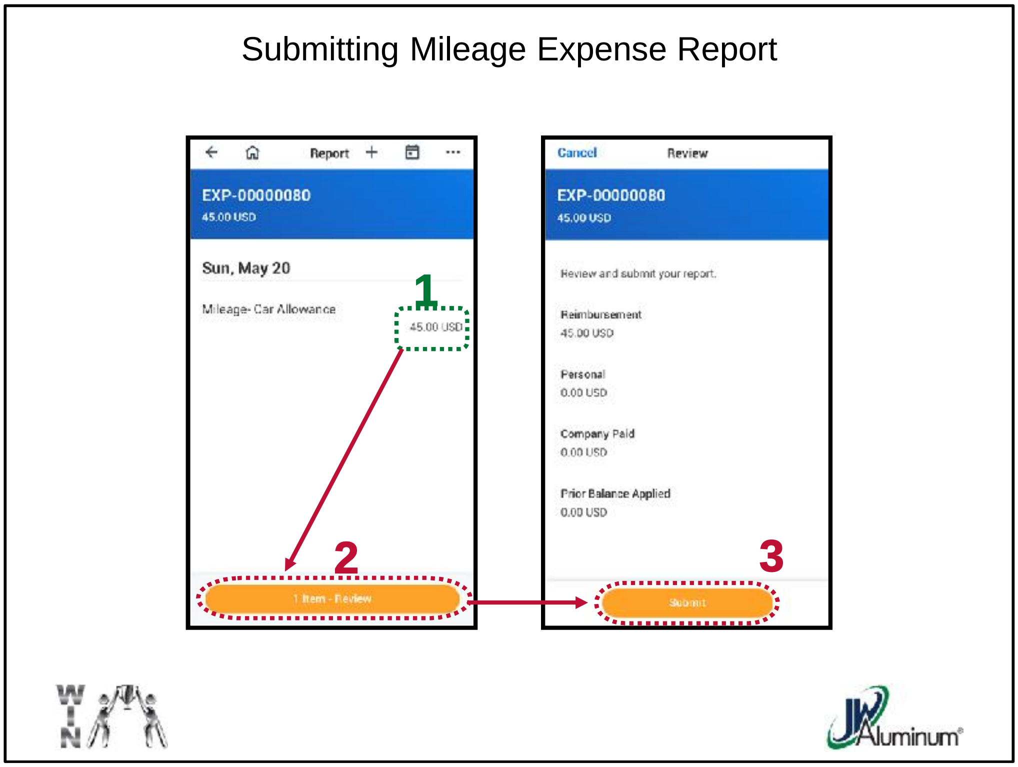
***Note – Do Not Click "Done" at this time.***

## Entering Miles




Add the “**Quantity**” of miles by:

1. Clicking on the **Keyboard** Icon in the “**Quantity**” section.
2. When the keyboard appears enter the number of miles.
3. Click “**Close**.” *Do Not click “**Done**” at this time.*
4. Confirm the “**Quantity**” credited the correct miles.
5. Click “**Done**” to Submit.



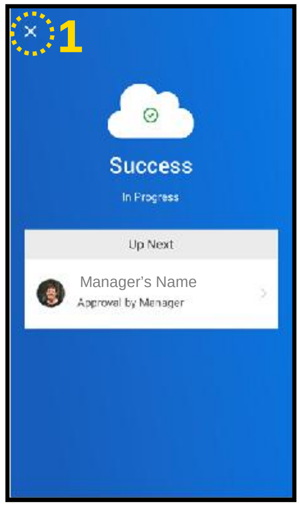

After pressing “**Done**” on the “**Expense Line**” screen, regardless or the mileage type, the “**Report**” Screen reappears. To close out and submit the report:

1. Confirm Mileage reimbursement is correct.

2. Click the “**1 Item – Review**” button at the bottom.

3. On the “**Review**” Screen, review for accuracy, then press the “**Submit**” button at the bottom of the screen.

Submission Confirmation




Upon Successful Submission a Confirmation Screen appears.

1. Click the “**X**” at the top of the screen to close the screen.